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 Website: www.lkstevenssewer.org

Mission Statement: Meeting the challenge of protecting the environment and providing quality sewer service to the community.

**MINUTES
 COMMISSIONER MEETING
 August 24, 2017 9:00 AM**

Attendees: Commissioners Pam Stevens, Frank McDaniel and Brent Kirk. Staff: Michael Bowers, Tonya Christoffersen, Tara Bighouse, Johnathan Dix, Mickie Cooper, Caitlyn Hubbard, Brandon Shane, Eric Echols and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson Legal Counsel: Brad Cattle.

1. **CALL TO ORDER** - At 9:00 AM, Commissioner Kirk called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Kirk led those present at the Meeting in the Flag Salute.
3. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail). Commissioner Stevens moved to approve the Consent Items A through I. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: August 8, 10 & 22		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$283,347.90	
Withdrawals	\$90,123.00	
Transfers	\$10,567.48	
D. Payroll	NA	
E. 40 – Maintenance	\$91,120.76	4567-4605
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$90,123.00	4606-4608
I. 60 – P WTF Principle & Interest Payment	NA	

- J. Hartford Industrial Construction Plans Approval – Leigh Nelson pointed out the location on the map, they will be getting a City easement to allow connection. The plans meet District standards and are recommended for approval; however they are not at the District yet. Patrick McCourt added the property has been cleared and graded with water and sewer ready, building design is underway. Commissioner Stevens moved to approve Hartford Industrial Construction Plans Approval. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.
- K. O'Day DEA Construction Plan Approval – Leigh Nelson explained this development is for 3 lots with a boundary line adjustment. Commissioner Stevens moved to approve O'Day DEA Construction Plan Approval. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

4. **PUBLIC FORUM** – None.

5. **OLD BUSINESS** – None

6. **NEW BUSINESS**

- A. Award Contract to Consolidate Bio-solids at Old Treatment Plant – Michael Bowers explained there may be some bio-solids that need to be removed, but that will be determined after testing and consolidating the sludge materials under the proposed contract action. Caitlin Hubbard

added samples have been gathered, depending on how much nitrogen is in the samples on how much the District can disperse on the land. If there is too much then the District plans on reaching out to the neighboring land owners. Michael stated \$46,500 is the lowest bid; the original budget was \$100,000. He noted this process was started by the employees and what's left is the sludge. Caitlin contacted 36 companies to bid and 4 bids came in. Michael is suggesting the Commissioners approve awarding bid to the lowest responsive, responsible bidder. This will put the sludge in one place prior to the wet winter season. Commissioner Stevens moved to approve Award Contract to Consolidate Bio-solids at Old Treatment Plant in the amount of \$ 46,500 plus tax and includes authorization to sign the contract. Commissioner McDaniel seconded the Motion. The Motion passed unanimously.

7. MANAGERS' REPORTS

- A. General Manager – Michael Bowers reported Moss Adams came with three people, two of which were here at the last audit. They have requested financial information and will be meeting with them on September 6th. He is hopeful they will be able to get a report by the end of November. Michael reported he turned in his 2 week resignation to Commissioner Kirk last Friday. His proposed schedule is to work two weeks until September 8th and will be here through November on Friday's. If a General Manager is not hired by then he may be able to work something out. Commissioner Kirk asked for a Special Meeting in September; he would like to reach out to Gene Matt and both Commissioner candidates. He added the City passed the Unification resolution at the City Council meeting.
- B. Manager of Administration – Tonya Christoffersen reported WASWD Fall conference is coming and would like to get confirmation from the Commissioners on who will be attending. She entered a photo contest with Caselle and her photo was selected. This will give a \$500 off one of the Caselle modules. The Audit Exit meeting is tentatively scheduled for September 14th following the Board Meeting. The Anti-Harassment class will be in September for the 26th or 27th. The second Board meeting in September was moved from September 28th to September 25th.
- C. Treatment Plant – Casey Mullins reported the plant performance is going well. They had some plant vendors give performance reports. The LEAP system went better than expected with only one GE employee on site to keep costs down with almost all straight time on this project. Casey thanked all those involved in the installation for their hard work. Caitlin added she emailed with GE to get them to reduce cost for the PVC couplings that we unusable on the project. They agreed to reduce it by approximately \$3,900.
- D. Maintenance and Collections Supervisor – Jonathan Dix reported we have 100 GF's year to date. All the field staff got to rotate through the Vactor Truck operations.

8. CITY REPORT – Commissioner Kirk asked Patrick McCourt about the Mountain View annexation. Patrick replied the City is working with him on it and annexing areas A & B on the East side of the lake. The City annexation including both thee annexation hope to be completed in May of 2018.

9. COMMISSIONERS' REPORT – Not present.

10. EXECUTIVE SESSION – The Commissioners will now recess into Executive Session at 9:37 AM to allow a 3-minute recess to excuse the general public; it is estimated that executive session will last 30 minutes. The purpose of the Executive Session is to discuss the review performance review of a public employee, contract negotiations and a litigation matter with legal contract. At the conclusion of the Executive Session, there will not be action taken by the Board of Commissioners and there will not be any announcements made. The Commission Meeting will be adjourned at the conclusion of the Executive Session. The executive session ended at 10:10 am.

11. CONCLUSION - There being no further business, the Board Meeting was concluded at 10:10 AM.

Signed at a regular open public meeting this 14th day of September, 2017




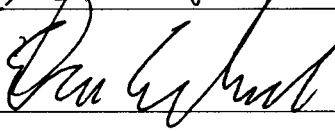
Pam Stevens, Secretary and Commissioner

Frank McDaniel, Commissioner

Brent Kirk, President and Commissioner

VISITOR SIGN-IN

If you would like to address the Board of Commissioners, it will be necessary for you to sign in. Thank you.

Print Name	Signature	Address	Phone	Purpose
Patrick McCours		10515 20th St SE Lynn WA 98258	425-708-5101	VISITOR
Erre Echols				
Brandon Shave	